

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**

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**MCEB**



**ORGANIZATION,  
MISSION AND  
FUNCTIONS MANUAL**

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**MCEB PUB 1  
1 MARCH 2002**

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**ORGANIZATION, MISSION AND FUNCTIONS**

**FOREWORD**

Purpose: The purpose of this document is to compile, in a ready reference, the organization, mission and functional aspects of the panels and working groups of the Military Communications-Electronics Board (MCEB).

Authority: This document is issued under the authority of DoD Directive 5100.35, 10 March 1998.

Amendments and Review: This document will be reviewed by the Military Secretary, Military Communications-Electronics Board (MCEB), on an annual basis and amendments will be issued when appropriate. An electronic copy can be found at the official MCEB web site: [http://j6.js.smil.mil/masterfile/j6b/mceb\\_links\\_index.htm](http://j6.js.smil.mil/masterfile/j6b/mceb_links_index.htm)

FOR THE CHAIRMAN:

A handwritten signature in black ink, appearing to read "JJ Reidt".

JOHN J. REIDT  
Colonel, USA  
Military Secretary

1 March 2002

## RECORD OF CHANGES AND CORRECTIONS

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# **MILITARY COMMUNICATIONS-ELECTRONICS BOARD**

## **ORGANIZATION MISSION AND FUNCTIONS**

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## **MILITARY COMMUNICATIONS-ELECTRONICS BOARD** **ORGANIZATION, MISSION AND FUNCTIONS**

### **BACKGROUND**

1. The Joint Chiefs of Staff (JCS) chartered the United States Joint Communications Board (JCB) on 14 July 1942. The JCB was given cognizance of communications-electronics matters for which the JCS was responsible. The membership of this Board consisted of four members, two each from the U.S. Army and U.S. Navy. (JCB 1/D, 17 July 1942)

2. The JCB continued to function throughout World War II and until 1948 when it was reconstituted as the Joint Communications-Electronics Committee (JC-EC). The new charter at this point (JCS 21 May 1949), stated its structural organizational responsibility regarding electronic matters and provided for membership from the recently formed U.S. Air Force. The membership of the JCEC consisted of:

- a. The Chief Signal Officer of the U.S. Army
- b. The Chief of Naval Communications
- c. The Chief of Air Communications

3. On 9 August 1949, the Secretary of Defense approved a revised charter for the JCEC to provide for membership by the Director of Communications-Electronics, JCS. (JCS 9 August 1949)

4. In 1958, two major events occurred concurrently which effected the communications-electronics community:

- a. The reorganization of the Joint Chiefs of Staff
  - b. The abolishment of Department of Defense committees
- Therefore, on 7 June 1958, the JCEC was disestablished.

Its pending actions were assumed by the Joint Communications Electronics Group (JCEG) of the Joint Chiefs of Staff. (JCS 29 May 1958)

5. The JCEG utilized the JCEC Panel structure until the establishment of the JCS Joint Staff and the formulation of the Military Communications-Electronics Board (MCEB). The primary purpose of the MCEB would be to utilize a reservoir of technical talent and experience available in the staffs of the Military Departments, not only to work on inter-service matters, but also to assist the Director of Communications-Electronics (Joint Staff), and thus minimize the number of personnel otherwise required for communications-electronics duties on the Joint Staff. (DJSM 211-58, 19 July 1958 to the Administrative Assistant of the Secretary of Defense)

6. On 15 October 1958 the Acting Secretary of Defense, by a memorandum to the Joint Chiefs of Staff, approved the formal establishment of the MCEB as an adjunct to the Joint Staff. The Board functioned under the Chairmanship of the Director for Communications-Electronics (J-6).

(JCS 18 August 1958)

(JCS 15 October 1958)

7. On 22 October 1958, by memorandum from the Secretary, Joint Chiefs of Staff to the Military Services and Director, Communications-Electronics (J-6), Joint Staff, the MCEB was formally established.

(SM 793-58, 22 October 1958)

8. On 10 November 1962, by memorandum, the Secretary of Defense acknowledged the Director, Defense Communications Agency as the Chief Communications-Electronics Officer in the Department of Defense and appointed the Director as the Chairman of the MCEB. This same memorandum forwarded a draft version of DoD Directive 5100.35 which expanded the scope of the MCEB.

9. On 19 December 1962, the Secretary of Defense by DoD Directive 5100.35, subject: "Military Communications-Electronics Board (MCEB)" established the MCEB as a Department of Defense component to function under the authority, policies and direction of the Secretary of Defense and Joint Chiefs of Staff. The composition of the MCEB was increased by adding the Defense Communications Agency and the National Security Agency. Additionally, the new directive assigned the responsibility for the Chairmanship of the MCEB to the Director of the Defense Communications Agency, and raised the level of the Board to that of an advisory body serving the Secretary of Defense, thereby making its expertise available to the entire Defense Establishment.

10. The Chairman MCEB, by memorandum, assumed the U.S. membership on the NATO C-E Board.

(MCEB CM 2-63, 12 February 1963)

11. The Director, Communications-Electronics (J-6), Joint Staff, by memorandum, was designated as the Alternate Chairman, MCEB in the absence of the Chairman.

(MCEB CM 8-65, 13 August 1965), (MCEB CM 4-68, 24 April 1968)

12. Recognizing the need for active cooperation and coordination between the National Communications System (NCS) Manager and the USMCEB in areas of mutual interest, the Chairman, MCEB, who is also the Manager, NCS, provided for such action by a Joint/NCS Memorandum.

(MCEB-CM 7-66, 21 December 1966)

13. The Director, TRI-TAC was invited to actively participate in the deliberations of the MCEB. On 10 June 1976, a Joint MCEB/TRI-TAC Memorandum was issued providing for TRI-TAC Representation to the MCEB.

(MCEB-CM 9-76)

14. On 1 July 1976, the Director for Communications-Electronics (J-6), Joint Staff was

reorganized and redesignated as the Deputy Director for Operations (WWMCCS and Telecommunications). The reorganization established a provision for an OJCS Principal and Coordinator. Further participation from within the Joint Staff was limited to that necessary to appropriately support the interests of the Joint Staff concerning actions pending in the MCEB. The Deputy Director for Operations (WWMCCS and Telecommunications) was designated by MCEB-CM 24-76, dated 27 August 1976, to preside at meetings of the MCEB in the absence of the Chairman.

15. In June 1979, the Command, Control and Communications element in the JCS was reorganized into the Command, Control, and Communications Systems Directorate (C3S). Therein followed a period of review of C3 Management with an eye toward centralization. A number of actions resulted from this review. In July 1982, the Deputy Secretary of Defense created the C3 Executive Committee. This committee finalized the relationship between Director C3S and Director DCA which established the Director C3S as the senior military communicator. In June 1983, at the request of the JCS (JCSM-29-83), the Deputy Secretary of Defense established the C3 Review Council to support the oversight responsibility of the C3 Executive Committee. The C3 Review Council recommended the creation of the Joint Tactical Command, Control and Communications Agency (JTC3A) to replace TRI-TAC and also recommended a review of the USMCEB Charter. The Deputy Secretary of Defense established the JTC3A on 5 July 1984 (DoD Directive 5154.28) and on 6 May 1985, issued a revised Charter for the MCEB (DoD Directive 5100.35). Under the new Charter, Chairmanship of the Board was transferred from Director DCA to Director C3S, JCS.

16. On 17 December 1993, the Chairman Joint Commanders Group for Communications-Electronics (JCG-CE.) was invited to actively participate in the deliberations of the MCEB. A memorandum of agreement was signed by the Chairman, JCG-CE (12/01/93) and the Chairman, MCEB (12/17/93).

17. On 10 March 1998, the Deputy Secretary of Defense, Mr. John Hamre, re-issued DoD Directive 5100.35, revising the MCEB mission, organization, functions, responsibilities and relationships.

## **ORGANIZATIONAL CHARTS**

### **MILITARY COMMUNICATIONS-ELECTRONICS BOARD**

#### **CHAIRMAN**

DIRECTOR FOR COMMAND, CONTROL,  
COMMUNICATIONS AND COMPUTER SYSTEMS, JOINT STAFF

#### **CHARTERED PRINCIPAL MEMBER (VOTING)**

DIRECTOR FOR INFORMATION SYSTEMS FOR COMMAND, CONTROL,  
COMMUNICATIONS, AND COMPUTERS, U.S. ARMY

DIRECTOR, SPACE AND INFORMATION WARFARE, COMMAND AND CONTROL,  
U.S. NAVY

DCS/COMMUNICATIONS AND INFORMATION, U.S. AIR FORCE

DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS  
HEADQUARTERS, U.S. MARINE CORPS

DIRECTOR OF INFORMATION AND TECHNOLOGY,  
U.S. COAST GUARD

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

INFORMATION ASSURANCE DIRECTOR,  
NATIONAL SECURITY AGENCY

DEPUTY DIRECTOR FOR INFORMATION SYSTEMS AND SERVICES,  
DEFENSE INTELLIGENCE AGENCY

VICE DIRECTOR FOR COMMAND, CONTROL, COMMUNICATIONS AND  
COMPUTER SYSTEMS, JOINT STAFF

#### **NON CHARTERED PRINCIPAL MEMBER (NON VOTING)**

ASSISTANT SECRETARY FOR DEFENSE, COMMAND, CONTROL,  
COMMUNICATIONS, AND INTELLIGENCE (ASD/C3I)

DIRECTOR, NATIONAL IMAGING MAPPING AGENCY (NIMA)

PRINCIPAL DIRECTOR FOR CUSTOMER ADVOCACY,  
DEFENSE INFORMATION SYSTEMS AGENCY (DISA/CA)



DIRECTOR FOR INTELLIGENCE, JOINT STAFF

DIRECTOR, BUREAU OF INTERNATIONAL COMMUNICATIONS AND  
INFORMATION POLICY, DEPARTMENT OF STATE

ASSISTANT COMMISSIONER OFFICE OF INFORMATION ASSURANCE  
AND CRITICAL INFRASTRUCTURE PROTECTION,  
GENERAL SERVICES ADMINISTRATION (GSA)

CHAIRMAN, JOINT COMMANDERS GROUP FOR  
COMMUNICATIONS AND ELECTRONICS (JCG-CE)

DIRECTOR, COMMUNICATIONS SYSTEMS ACQUISITION AND OPERATIONS  
NATIONAL RECONNAISSANCE ORGANIZATION (NRO)

DIRECTOR, INFORMATION OPERATIONS  
DEFENSE LOGISTICS AGENCY (DLA)

NATIONAL SECURITY SPACE ARCHITECT (NSSA)

## **MCEB COORDINATORS**

**06/GM-15 LEVEL MILITARY AND CIVILIAN REPRESENTATIVES OF MCEB  
PRINCIPAL MEMBERS**

## **MCEB PANELS**

**TECHNICAL-EXPERTS LEAD BY THE MEMBERSHIP'S O6 LEVEL DIRECTION.**

## **CURRENT PANELS**

**DATA SYSTEMS INTEROPERABILITY PANEL (DP)**

**FREQUENCY PANEL (FP)**

**INFORMATION ASSURANCE PANEL (IAP)**

**INTEROPERABILITY POLICY AND TEST PANEL (IPTP)**

**MILITARY COMMUNICATIONS PROCEDURES AND PUBLICATION PANEL (MCP)**

**NETWORK OPERATIONS PANEL (NETOPS)**

**STANDARDS COORDINATING COMMITTEE PANEL (SCC)**

## **MCEB SECRETARIAT**

**MILITARY SECRETARY (O6, USA)**

**ASSISTANT MILITARY SECRETARY, USMCEB (O5, USAF)**

**ASSISTANT MILITARY SECRETARY NATO (O5, USA)**

**ASSISTANT MILITARY SECRETARY FOR CCEB AFFAIRS (O5, USA)**

**ASSISTANT MILITARY SECRETARY FOR SPECTRUM AFFAIRS**

**(O6 USN, O5 USAF & O5 USN)**

**ASSISTANT MILITARY SECRETARY FOR JOINT COMMUNITY CHIEF**

**INFORMATION OFFICER AFFAIRS (O5, USAF)**

**INFORMATION MANAGEMENT SPECIALIST/ASSISTANT MILITARY SECRETARY**

**FOR ALLIED AFFAIRS (GS-12)**

**ASSISTANT SPECTRUM MANAGER (E-7)**

**CHIEF ADMINISTRATOR (E-7)**

## **MILITARY COMMUNICATIONS-ELECTRONICS BOARD DESCRIPTION**

### **1. Authority.**

DoD Directive 5100.35, 10 March 1998, prescribes the mission, composition, functions, and responsibilities of the MCEB. The mission of the MCEB is to:

- a. Obtain coordination on military communications-electronics matters, including Information Technology (IT) and National Security Systems (NSS) as defined in "subdivision E of the Clinger-Cohen Act of 1996," among DoD components, between the DoD and other governmental departments and agencies, and between the DoD and representatives of foreign nations.
- b. Coordinate operational guidance and direction to CINC's, Services, and agencies.
- c. Furnish advice and assistance, as requested, on military communications-electronics matters, including Information Technology (IT) and National Security Systems (NSS) as defined in "subdivision E of the Clinger-Cohen Act of 1996," to the Secretary of Defense, the Joint Chiefs of Staff, the military departments, and other DoD components.
- d. Inform the DoD Chief Information Officer (CIO) Council of all MCEB-related matters requiring CIO, DoD attention.

### **2. The MCEB Principals.**

The MCEB Principals are the senior C4 Flag/General Officers or representatives from the Services and agencies. The composition of the MCEB is shown in the chart on Page 7.

### **3. The MCEB Coordinators.**

- a. The MCEB Coordinators are established to act for and in the name of the Board on matters not requiring the collective attention of the Principals.
- b. The MCEB Coordinators include one primary and alternate member from the US Army, the US Navy, the US Air Force, the US Marine Corps, the US Coast Guard, the Vice Director J6, the Defense Information Systems Agency (DISA), the National Security Agency (NSA), the Defense Intelligence Agency (DIA). The coordinators representing non-Chartered Principal's include the Office of the Assistant Secretary of Defense for C3I (ASD/C3I), National Imagery Mapping Agency (NIMA), The National Reconnaissance Office (NRO), DISA Customer Advocacy (DISA/CA), the Joint Staff (J2), the Joint Commanders Group for Communications and Electronics (JCG-CE), the General Services Administration (GSA), the Defense Logistics Agency (DLA), National Security Space Architect (NSSA) and the State Department. Other DoD components and US Government agencies may participate when approved by the MCEB Chairman.

c. The Coordinators normally provide the Service/agency point of contact for the staffing of MCEB actions.

d. The Military Secretary of the MCEB is designated as Chairman of the Coordinators.

#### **4. The MCEB Secretariat.**

a. Composition. The MCEB Secretariat consists of military and civilian personnel as previously indicated.

b. Military Secretary, MCEB. The senior officer assigned to the MCEB Secretariat serves as the Military Secretary, MCEB and is responsible to the Chairman, MCEB for:

(1) Ensuring expeditious handling and completion of MCEB actions.

(2) Proper functioning of the MCEB Secretariat.

(3) Serving as the US Representative to the Combined Communications-Electronics Board (CCEB).

(4) Providing liaison to the Office of the Secretary of Defense, other US Government Agencies, and the CCEB on MCEB matters.

(5) Preparing agenda and minutes for meetings of the Principals.

(6) Developing and coordinating the administrative procedures of the MCEB.

(7) Ensuring that the activities of the Panels and Working Groups support the MCEB Principals.

(8) Initiating action on matters referred to the MCEB. On matters within the competence and capability of the Secretariat, the response will be prepared therein and coordinated before release by the Military Secretary.

c. Assistant Military Secretaries (AMS) MCEB. Assistant Military Secretaries to the MCEB (with one position being designated "Assistant Military Secretary for Allied Affairs") monitor the functioning of the Panels and Working Groups and are responsible for:

(1) Assisting the Military Secretary in carrying out assigned responsibilities.

(2) Providing guidance and direction to the Panels in conforming to their charters.

(3) Furnishing the Panels and Working Groups with appropriate information and

assistance.

(4) Being knowledgeable in the procedures and functioning of the MCEB.

(5) Assuring the timely accomplishment of administrative coordination, procedural supervision, and document preparation with respect to activities of their Panels.

(6) Developing or contributing to the development of MCEB positions and recommendations for approval by the Military Secretary of the MCEB.

(7) In addition to the above responsibilities, the Assistant Military Secretary for Allied Affairs:

(a) Coordinates the review and approval of US delegate guidance packages destined for International C3 fora per CJCSI 6010.01.

(b) Supervises and coordinates the processing of actions between the MCEB and the Communications-Electronics office of the US Military Delegation to the North Atlantic Treaty Organization (NATO).

(c) Maintains a current repository of pertinent Allied Treaty Organization actions and decisions for use and reference by the MCEB.

(d) Manages the US ratification process of NATO Communications-Electronics Standardization Agreements (STANAGs) and maintains a repository of these STANAGs.

## **5. Panel Member Definitions.**

a. Panels are functionally-oriented bodies with expertise usually in one specific area. Members in the grade of O-6/GM-15 usually chair panels. Membership consists of "technical expert" action officers from the Services and agencies. Other Government agencies may be authorized to have representatives or observers, as required.

b. Charters for established MCEB Panels and Permanent Working Groups are included in this publication and are approved by the Military Secretary for the Chairman of the MCEB.

c. The relationship of personnel associated with Panels are as follows:

(1) Panel Chairmanship. Panel chairmanship may be permanent, rotating on an annual basis, or co-chaired. See individual charters for specifics per panel. If chairmanship is rotating, the succeeding Chairman shall be nominated from the Service or Agency next in line to chair and will be confirmed by panel vote. Rank or component shall not be a determining factor in establishing chairmanship. When in the best interest of the MCEB to depart from this policy, a request with rationale, will be addressed to the Military Secretary, MCEB for approval. The Military Secretary has

final approval on all Panel Chairmanships.

(2) Panel Vice Chairmanship. The Vice Chairman will be nominated and confirmed in the same manner as prescribed for the Chairman. Vice Chairman are not required on all Panels. The Service or Agency responsible to nominate will be the Service or Agency next in rotation to chair the Panel. The Vice Chairman will temporarily chair the panel in the absence of the Chairman.

(3) Primary Panel Member. An individual designated by the US Army, the US Navy, the US Air Force, the US Marine Corps, the US Coast Guard, Defense Information Systems Agency, the Joint Staff, the National Security Agency, the National Imagery Mapping Agency, Defense Intelligence Agency, CINCs and others as appropriate to represent their Service or Agency in the functions of a Panel.

(4) Panel Representative. An individual, without voting rights, assigned to other DoD components having an interest in the work of a Panel, as authorized by the Military Secretary.

(5) Alternate. An individual designated to act for and in the name of Primary Panel Member or Panel representative.

(6) Observer. A representative, without voting rights, of a DoD component or a government agency having a particular interest in an item being considered by the Panel. Agencies not represented on the MCEB may be authorized to nominate observers.

(7) Visitor. A person from a DoD component, a government agency (without voting rights), or an authorized DoD Contractor who attends Panel meetings, and who is sponsored by a Panel member or a representative. A visitor will not attend without the permission of the Panel Chairman.

6. **Working Groups**. Panels may establish working groups for the conduct of business assigned to the Panels. These working groups may be:

a. Ad Hoc. To address a specific item under consideration by the Panel, or;

b. Permanent. Terms of Reference (TOR) for Permanent Working Groups shall be maintained by the Military Secretary and will be included in this publication. TORs for permanent Working Groups shall be approved by the Military Secretary of the MCEB.

7. **Working Group Member**. An individual designated by a Panel to assist in the conduct of Panel business. This Working Group Member is generally designated for specific expertise and need not be drawn from within the Panel membership.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**DATA SYSTEMS INTEROPERABILITY PANEL (DP) CHARTER**

**1. Mission.**

a. Review, develop, recommend and coordinate studies, reports, and DoD position for consideration by the MCEB in the area of data systems interoperability. Data systems interoperability includes C4I systems' Operational Architectures, operational and procedural standardization issues, and the standardization of data required for C4I information exchange.

b. Provide assistance to the Director, J-6, in performing vested responsibilities and coordinating responsibilities assigned collectively to the Chairman, Joint Chiefs of Staff, on management and policy issues directly related to the operational implementation, migration of, and priorities of U.S. messaging programs such as the US Message Text Format (USMTF), Variable Message Format (VMF), and Tactical Data Information Link (TDL) programs. The DP Panel also considers the evolution of data sharing, database to database transfer, and database replication in support of operational and procedural requirements.

c. Support the Chairman of the MCEB, for review, coordination, and development of recommendations for CJCS and DoD positions on management and policy issues directly related to or involving C4I systems' Operational Architectures, and operational and procedural standards issues that affect joint and/or combined interoperability.

**2. Organization.** The Panel shall consist of one voting representative and one or more designated alternate(s) from each interested Service/Agency (chartered and non-chartered) represented on the MCEB. The Panel Chairman (non-voting) is the designated delegate to the NATO C3 Organization's Interoperability Sub-Committee (ISC). The Joint Staff will ensure that CINC concerns are considered in Data Systems Interoperability Panel (DP) actions. When necessary or appropriate, CINC(s) positions on operational and procedural standards actions referred to the Panel will be solicited and addressed to the Panel and other MCEB forums by the Joint Staff representative.

**3. Functions.** The Panel shall perform the following functions within its stated mission and as they apply to joint, national and allied matters:

a. As directed by the MCEB, provide MCEB/DoD representatives to appropriate national and international technical panels and working groups.

b. Approve guidance for US members of appropriate committees, agencies, technical panels, working groups and allied bodies as assigned under the provisions of CJCSIs 2700.01 and 6010.01.

c. Coordinate positions, with other MCEB Panels, on issues of mutual interest which impact C4I systems' Operational Architectures and operational and procedural standards programs.



d. Review, for decision or referral, those operational issues or actions forwarded to it by the procedural standards Configuration Control Boards (CCBs).

e. Meet with counterparts of the Combined Communications Electronics Board on matters of mutual interest.

f. Establish permanent working groups, as required, and develop their Terms of Reference.

g. Recommend the approval/disapproval of changes and revisions to non-cryptographic publications that affect joint operational requirements.

h. Review and coordinate recommended CJCS and DoD positions on the development of plans and policies for procedural standards relating to the implementation, operational employment and interoperability of data systems.

i. Review and monitor, as required, aspects of formal agreements to insure conformance with established plans, policies and standards.

j. The Panel shall also perform the following additional functions with respect to the tactical and C2 data systems operational and procedural standards programs:

(1) Develop guidance and direction for the Executive Agent(s) and program participants for operational matters involving the planning, development, and integration of requirements, including prioritization, operational concepts and policies.

(2) Assess C4I systems' Operational Architectures and operational and procedural standards planning and programming documents to determine their responsiveness to operational requirements or required operational capabilities.

(3) Coordinate and prepare CJCS recommendations to the Secretary of Defense concerning development plans and related programming documents for the operational and procedural standards.

(4) Ensure compliance of DoD components with approved operational and procedural standards, architectures and interface operating procedures.

(5) Review, for decision or referral, those issues or actions forwarded to it by other panels.

(6) Review recommendations and proposals from the Executive Agent(s) on requirements validation, program priorities and schedules, consolidation of requirements, and other matters that may affect participant execution of program responsibilities.

(7) Serve as resolution authority on issues unresolved in the Configuration Control

Boards of DoD operational and procedural standards.

(8) Serve as resolution authority on issues unresolved by the Configuration Control Boards of the Service/CINCs C4I Operational Architectures.

4. **Procedures** The Panel shall function in accordance with instructions promulgated by the MCEB.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL (FP) CHARTER**

1. **Mission**. The mission of the Frequency Panel is to review, develop and coordinate studies, reports, and DoD positions for consideration by the MCEB in the areas of radio frequency engineering and spectrum management.
2. **Organization**. The Panel shall consist of one member and one alternate(s) from each designated Service/Agency represented on the MCEB.
3. **Functions** The Panel shall perform the following functions within its stated mission and as they apply to joint, national, and allied matters:
  - a. Develop, review, and recommend plans, methods, and procedures. Also review and recommend policies.
  - b. Provide MCEB/DoD representatives to appropriate technical panels and working groups.
  - c. Prepare guidance for U.S. members of the appropriate technical panels, working groups, and allied bodies.
  - d. Meet with counterparts of the Combined Communications-Electronics Board on matters of mutual interest. CINCs may be invited to attend meetings on an annual basis.
  - e. Recommend operational and technical guidance for spectrum dependent equipment.
  - f. Review and recommend principles and procedures to ensure the spectrum access interoperability of systems and equipment.
  - g. Review and recommend criteria for the operational evaluation of systems and equipment. Review the results of such evaluation and recommend appropriate follow-on action(s).
  - h. Prepare recommendations to insure the coordination of research and development efforts with a view to reducing or eliminating duplication or deficiencies in spectrum usage.
  - i. Review and recommend procedures for meeting the provisions of applicable DoD Directives concerning management and use of the radio frequency spectrum.
  - j. Establish permanent working groups, as required, and approve their Terms of Reference (TOR).
  - k. Prepare recommendations for changes and revisions to non-cryptographic

communication publications, which come under Panel cognizance.

l. Prepare radio frequency guidance to DoD Components concerning the procurement and/or development of communication-electronics equipment designed purposely to radiate or receive electromagnetic energy.

m. Provide advice and assistance, as requested by the Chairman, MCEB, in carrying out the functions and responsibilities assigned him as the designee of the Chairman, Joint Chiefs of Staff, for Electromagnetic Compatibility Program matters.

n. Coordinate and assign frequencies to meet military requirements other than those of an individual Service nature.

o. Coordinate radio frequency allocations to meet military requirements.

p. Coordinate arrangements for the prevention or elimination of radio frequency interference.

q. Maintain liaison with appropriate agencies on Joint or Inter-Service frequency matters.

r. Within approved policies, disseminate Panel decisions on routine frequency actions. Routine frequency actions include seeking allocation guidance, the coordinating, assigning, registering, and recording of frequencies, and resolving interference. In carrying out this function:

(1) The Panel is authorized to communicate directly with U.S. and Allied Military Agencies and Commands concerned.

(2) A Panel Member's Service/Agency is authorized to release messages in the name of the FP after appropriate coordination with the Army, Navy, Air Force, and DISA, and additionally, when necessary with other Panel members and representatives having an interest in the subject matter.

s. Coordinate or collaborate with other MCEB Panels on matters of mutual interest.

t. Perform other functions as directed by the MCEB, to include separate ASD (C3I) and Joint Staff (J6) requirements.

4. **Procedures**. The Panel shall function in accordance with instructions promulgated by the MCEB.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL TERMS OF REFERENCE**  
**ELECTROMAGNETIC COMPATIBILITY PERMANENT WORKING GROUP (J-208A)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Electromagnetic Compatibility Permanent Working Group (EMCPWG) is established under the cognizance of the MCEB FP to be the focal point for all matters relating to technical aspects of military use of the electromagnetic spectrum.
2. **Organization.** The EMCPWG shall consist of one designated voting member and one designated alternate from each of the Military Services and DoD Agencies represented on the MCEB FP. The Steering Member will be designated on an annual basis in September, as determined by the voting members of the EMCPWG and approved by the FP, to serve for the fiscal year beginning 1 October.
3. **Duties.** The EMCPWG shall perform the following tasks:
  - a. Review technical issues, coordinate DoD inputs and analyses, and recommend positions on matters of electromagnetic compatibility as assigned by the FP.
  - b. Review technical issues, coordinate U.S. inputs and analyses, and recommend positions on matters of electromagnetic compatibility in forums of the NATO C3 Board Frequency Management Sub-Committee (FMSC). Such forums include the FMSC Technical Working Group, and various FMSC Groups of Experts and FMSC Special (Ad Hoc) Working Groups formulated to address specific EMC matters.
4. **Procedures.** Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. The need for the continuation of this EMCPWG and these Terms of Reference shall be reviewed by the EMCPWG in September of each year. The Steering Member will forward a report of the review to the FP Chairman for final action. The Chairman of the FP will advise the MCEB Military Secretary (MILSEC) of the FP's decision to continue or discontinue the IPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL**  
**SPECTRUM OPERATIONS PERMANENT WORKING GROUP (J-208B)**  
**TERMS OF REFERENCE**

**1. Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Spectrum Operations Permanent Working Group (SOPWG) is established under the cognizance of the MCEB FP to provide guidance and procedures for the management and system enhancement of the Frequency Resource Record System (FRRS).

**2. Organization.** The SOPWG shall consist of one designated member (voting) and one designated alternate from each of the Services/Agencies represented on the FP, who desire to participate in the SOPWG. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may participate as non-voting members. Support personnel from various activities may be invited, as required, to assist in the resolution of issues under consideration. The Steering member will be designated on an annual basis in September, as determined by the voting members of the SOPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.

**3. Duties.** The SOPWG in accomplishing its mission shall:

a. Provide guidance and procedures to ensure the effective and expeditious operation, management, and further automation enhancement of the FRRS.

b. Be cognizant of operational requirements within the FRRS and SPECTRUM XXI, analyze data element requirements, and initiate recommendations for standardization and improvement in the processing of FRRS data.

c. Maintain a continuing liaison with NTIA/IRAC, appropriate committees and working groups, and address compatibility in the operation of the DOD, National, and International automated spectrum management systems. Work with NTIA to automate the DoD day-to-day interface among the NTIA, MILITARY Departments and other Government agencies, and to automate tracking and status of DoD actions that are initiated directly by the Military Departments with the NTIA.

d. Prepare status and progress reports for submission to the MCEB FP, as necessary.

**4. Procedures.** Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. The need for continuation of this SOPWG and these Terms of Reference shall be reviewed by the SOPWG in September of each year. The Steering Member will forward a report of the review to the MCEB FP Chair for final action. The Chairman of the FP will advise the MCEB Military Secretary (MILSEC) of the FP's decision to continue or discontinue the

SOPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL**  
**JOINT COMMUNICATIONS-ELECTRONICS OPERATION INSTRUCTIONS**  
**PERMANENT WORKING GROUP (J-208C)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Joint Communications-Electronics Operation Instructions Permanent Working Group (JCEOIPWG) is established under the cognizance of the MCEB FP to provide coordinated Military Guidance to DoD components and Commanders-in-Chief (CINCs) on development and use of the Joint Communications-Electronics Operation Instructions (JCEOI).

2. **Organization.** The JCEOIPWG shall consist of one designated member (voting) and one designated alternate from each of the Services/Agencies represented on the MCEB FP, who desire to participate in the JCEOIPWG. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may participate as non-voting members. Support personnel from various activities may be invited, as required, to assist in the resolution of issues under consideration. The Joint Spectrum Center (JSC/J3) will solicit CINC operational and standardization concerns, and represents the CINCs at the JCEOIPWG meetings when the CINCs are not in attendance. The permanent Steering Member shall represent Joint Staff/J6B. The Steering member will be designated on an annual basis in September, as determined by the voting members of the JCEOIPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.

3. **Duties.** The JCEOIPWG in accomplishing its mission shall:

a. Review, evaluate and coordinate proposed changes to joint doctrine relating to production and use of JCEOIs. After JCEOIPWG consideration, proposed changes would be forwarded through the MCEB FP to the Joint Staff/J6B for formal coordination. The Steering Member will attach an Executive Summary containing the JCEOIPWG's position, to include dissenting opinions with accompanying rationale.

b. Review, evaluate and approve recommended changes to software/hardware relating to production of JCEOIs. Serve as the approval authority for all proposed actions recommended by the software configuration control board for implementation of software/hardware relating to the production of JCEOIs.

c. Refer to the MCEB FP those action items requiring coordination with other MCEB panels relating to the production of JCEOIs. Serve as the MCEB FP focal point to coordinate Combined Communications-Electronics Board requirements.

d. Coordinate, as required, with other working groups and committees on those issues relating to the production of JCEOIs.

e. Develop and maintain a JCEOI communications-computer system architecture



document, updated annually, for presentation to the MCEB FP for review and approval. This document will:

(1) Recommend mid and long-term goals and objectives for DoD JCEOI producing communications-computer systems.

(2) Define the DoD baseline JCEOI production communications-computer system architecture. This includes identifying current operational capabilities and validated ongoing programs.

(3) Analyze and document the JCEOI production flow within DoD.

f. Address standards and procedures necessary for interoperability within the DoD and international spectrum management, intelligence, and electronic warfare communities relating to JCEOI production.

g. Prepare status and progress reports for submission to the FP, as necessary.

4. **Procedures**. Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates (the JCEOIPWG will meet at least semiannually in Sep and Mar). The need for continuation of this JCEOIPWG and these Terms of Reference shall be reviewed by the JCEOIPWG in September of each year. The Steering Member will forward a report of the review to the MCEB FP Chair for final action. The Chairman of the MCEB FP will advise the MCEB Military Secretary (MILSEC) of the MCEB FP's decision to continue or discontinue the JCEOIPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL**  
**SPACE SYSTEMS PERMANENT WORKING GROUP (J-208I)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Space Systems Permanent Working Group (SSPWG) is established under the cognizance of the MCEB FP to provide guidance and procedures on space system frequency matters.
2. **Organization.** The SSPWG shall consist of one designated member (voting) and one designated alternate from each of the Services/Agencies represented on the MCEB FP, who desire to participate in the SSPWG. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may participate as non-voting members. Support personnel from various activities may be invited, as required, to assist in the resolution of issues under consideration. The Steering member will be designated on an annual basis in September, as determined by the voting members of the SSPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.
3. **Duties.** The SSPWG in accomplishing its mission shall:
  - a. Develop recommended policy on space frequency matters for MCEB FP approval.
  - b. Ensure that proper and timely actions are taken with respect to the international Radio Regulations procedure for the advance publication, coordination, and notification of frequency assignments for satellite networks to support DOD space systems. With unanimous agreement of the voting SSPWG members, submit advance publication/coordination/notification information and routine technical and administrative comments directly to DOD/MOD organizations and/or to the Space Systems Subcommittee of the Interdepartmental Radio Advisory Committee. Issues of a policy nature will be referred to the MCEB FP.
4. **Procedures.** Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. The need for continuation of this SSPWG and these Terms of Reference shall be reviewed by the SSPWG in September of each year. The Steering Member will forward a report of the review to the MCEB FP Chair for final action. The Chairman of the MCEB FP will advise the MCEB Military Secretary (MILSEC) of the MCEB FP's decision to continue or discontinue the SSPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL**  
**JOINT TACTICAL INFORMATION DISTRIBUTION SYSTEM/MULTIFUNCTION**  
**INFORMATION DISTRIBUTION SYSTEM PERMANENT WORKING GROUP (J-208J)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Joint Tactical Information Distribution System/Multifunction Information Distribution System Permanent Working Group (JTIDS/MIDSPWG) is established under the cognizance of the MCEB FP to provide the DOD focal point for the coordination of JTIDS and JTIDS-related Electronic Countermeasures (ECM) frequency requirements with the Federal Aviation Administration (FAA).
2. **Organization.** The JTIDS/MIDSPWG shall consist of one designated member (voting) and one designated alternate from each of the Services/Agencies represented on the MCEB FP, who desire to participate in the JTIDS/MIDSPWG. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may participate as non-voting members. Support personnel from various activities may be invited, as required, to assist in the resolution of issues under consideration. The Steering member will be designated on an annual basis in September, as determined by the voting members of the JTIDS/MIDSPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.
3. **Duties.** The JTIDS/MIDSPWG in accomplishing its mission shall:
  - a. Act as the single point of contact for coordinating JTIDS/MIDS frequency use matters with the FAA.
  - b. Consolidate JTIDS/MIDS assignment and JTIDS/MIDS related ECM requests received from the military department frequency management offices and submit them to the FAA for coordination.
  - c. Request technical support, when necessary, from the submitting frequency management office.
  - d. Provide the coordination results to the requesting frequency management office.
  - e. Make periodic reports of actions, issues, and recommendations for enhancing JTIDS/MIDS operational frequency support to the MCEB FP.
4. **Procedures.** Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. The JTIDS/MIDSPWG will meet at least quarterly and will provide minutes and executive summaries to the MCEB FP. The need for continuation of this JTIDS/MIDSPWG and these Terms of Reference shall be reviewed by the JTIDS/MIDSPWG in September of each year. The Steering Member will forward a report of the review to the MCEB FP Chair for final action. The

Chairman of the MCEB FP will advise the MCEB Military Secretary (MILSEC) of the MCEB FP's decision to continue or discontinue the JTIDS/MIDSPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL**  
**INTERNATIONAL PERMANENT WORKING GROUP (J-208W)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) International Permanent Working Group (IPWG) is established under the cognizance of the MCEB FP to provide a structured process within the DoD to establish a cohesive international spectrum management position development strategy with specific goals; and then to successfully achieve these goals, in conjunction with other DoD Components, in national and international meetings that address matters related to the management and use of the electromagnetic spectrum. This applies to Federal Government and U.S. National preparations as well as international meetings. The purpose of this group is the coordination of planning of the activities to be undertaken, and the coordination of preparation of proposed positions to be presented by DoD personnel at these meetings. Coordination of United States command, control, communications, and computer systems positions in international forums are delineated in Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6010.01B. DoD representation to foreign governments and intergovernmental and international organizations, on telecommunications and radio frequency policy and management, is addressed in DoD Directive 5137.1.

2. **Organization.** The IPWG shall consist of one designated member (voting) and one designated alternate from each of the Military Services and DoD Agencies represented on the FP, who desire to participate in the IPWG; and one representative (non-voting) and one alternate from the OASD(C3I) Spectrum Directorate. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may attend as non-voting members. The Steering Member will be designated on an annual basis in September, as determined by the voting members of the IPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.

3. **Duties.** The IPWG provides planning, tracking, and coordination of DoD preparations for and participation in international meetings addressing communications-electronics/spectrum management matters, as well as associated U.S. National preparatory meetings. The IPWG shall perform, but is not limited to, the functions listed below as they apply to DoD communications-electronics/spectrum management matters in national and international forums.<sup>1</sup> Functions and activities performed by the

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<sup>1</sup> International Telecommunication Union (ITU) Council and Plenipotentiary Conferences, ITU Radiocommunication Sector and related U.S. Study Groups, Task Groups and Working Parties, U.S. ITAC-R (National Committee), Radio Conference Subcommittee (RCS) of the Interdepartment Radio Advisory Committee (IRAC), North Atlantic Treaty Organization (NATO) Frequency Management Subcommittee (FMSC) and its three working Groups; European Conference of Postal and Communications Administrations (CEPT), Organization of American States/Inter-American Telecommunication Commission (OAS/CITEL), Asia-Pacific Telecommunity (APT), Gulf

IPWG shall be in accordance with (and to the extent consistent with the MCEB's delegated authorities) policies and limitations contained in MCEB PUB 1, MCEB PUB 2, CJCSI 6010.01B, DoD Directive 5100.35, DoD Directive 5137.1, DoD Directive 5530.3 and in coordination with the OASD(C3I) Deputy Assistant Secretary of Defense for Spectrum and C3 Policy/Spectrum Management Directorate as delegated by the ASD(C3I), other policy proponents in the Office of the Secretary of Defense, and other affected DoD Components.

a. Reviews the agendas and related materials of upcoming international and Federal Government and U.S. preparatory meetings, identifies potential impacts to DoD, and plans and coordinates appropriate actions. Coordinates DoD positions for, and provides input (proposed documents, briefings, information papers, etc.) to such meetings.

b. Reviews other Federal Government, U.S., and foreign documents, views, and proposals related to national and international meetings addressing communications-electronics/spectrum management matters, identifies potential impacts to DoD and plans and coordinates appropriate actions. Coordinates DoD positions for, and provides input (proposed documents, briefings, information papers, etc.) to such meetings.

c. Develops recommended DoD positions and actions (including the identification of responsible organizations and due dates for each action) for issues impacting DoD at international meetings, and coordinates these through the MCEB FP and the OASD/C3I Spectrum Directorate prior to release to appointed DoD Delegates as official DoD positions.

d. Coordinates as required, via the IPWG Steering Member, with other MCEB FP Permanent Working Groups (PWGs) when IPWG issues may affect other PWG respective areas, to ensure the other PWGs are aware of the issue, that a designated PWG has primary action, and that appropriate action is being taken.

4. **Procedures**. Regular meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. A special meeting will be convened each quarter to provide a formal forum for discussion between the IPWG, Program Offices, and CINCs. The need for continuation of this IPWG and these Terms of Reference shall be reviewed by the IPWG in September of each year. The Steering Member will forward a report of the review to the FP Chairman for final action. The Chairman of the FP will advise the MCEB Military Secretary (MILSEC), of the FP's decision to continue or discontinue the IPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

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Cooperation Council (GCC), Combined Communications-Electronics Board (CCEB), and others.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**FREQUENCY PANEL**  
**SPECTRUM MANAGEMENT ARCHIECTURE PERMANENT WORKING GROUP (J-208Z)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Spectrum Management Architecture Permanent Working Group (SMAPWG) is established under the cognizance of the MCEB FP to develop a spectrum management architecture for the DoD spectrum management community.

2. **Organization.** The SMAPWG shall consist of one designated member (voting) and one designated alternate from each of the Services/Agencies represented on the MCEB FP, who desire to participate in the SMAPWG. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may participate as non-voting members. Support personnel from various activities may be invited, as required, to assist in the resolution of issues under consideration. The Steering member will be designated on an annual basis in September, as determined by the voting members of the SMAPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.

3. **Duties.** The SMAPWG in accomplishing its mission shall:

a. Develop and maintain a spectrum management architecture document, updated annually, for presentation to the MCEB FP for review and approval. This document will:

(1) Recommend mid and long-term (5 and 10 year) goals and objectives for DoD spectrum management architecture.

(2) Define the DoD spectrum management architecture. This includes identifying current operational capabilities and validating ongoing programs of services, agencies, and unified commands.

(3) Analyze and document the future information flow within the DoD spectrum management community.

(4) Use Joint Vision 2020, Joint and Service Doctrines, International and National spectrum management processes, and interoperability standards and requirements to guide and focus the direction of the DoD spectrum management architecture, in order to achieve interoperability with related architectures in the DoD, national, and international spectrum management, intelligence and electronic warfare communities.

(5) Propose an evolutionary strategy for acquisition and implementation of a target DoD spectrum management architecture among services, agencies, and Unified Commands.

b. Recommend improvements to current and planned spectrum management

systems, consistent with the defined spectrum management architecture and in accordance with DoD and Joint policy and procedures.

c. Recommend architecture development and analysis studies of areas considered deficient to the overall spectrum management architecture, with proposed requisite resources to conduct said studies.

**4. Procedures.** Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. The need for continuation of this SMAPWG and these Terms of Reference shall be reviewed by the SMAPWG in September of each year. The Steering Member will forward a report of the review to the MCEB FP Chair for final action. The Chairman of the MCEB FP will advise the MCEB Military Secretary (MILSEC) of the MCEB FP's decision to continue or discontinue the SMAPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.



**MILITARY COMMUNICATIONS ELECTRONICS BOARD**  
**JOINT FREQUENCY PANELEQUIPMENT SPECTRUM GUIDANCE PERMANENT**  
**WORKING GROUP (J-12)**  
**TERMS OF REFERENCE**

1. **Mission.** The Military Communications-Electronics Board (MCEB) Frequency Panel (FP) Equipment Spectrum Guidance Permanent Working Group (ESGPWG) is established under the cognizance of the MCEB FP to provide coordinated military guidance to DOD components on spectrum dependent systems/equipment in accordance with DOD Directives, Allied, U.S. National, and International rules, regulations, and standards on spectrum management.
2. **Organization.** The ESGPWG shall consist of one designated member (voting) and one designated alternate from each of the Services/Agencies represented on the MCEB FP, who desire to participate in the ESGPWG. As required, voting members may provide a proxy to individuals for representation. Observers from other DoD Agencies may participate as non-voting members. Support personnel from various activities may be invited, as required, to assist in the resolution of issues under consideration. The Steering member will be designated on an annual basis in September, as determined by the voting members of the ESGPWG and approved by the MCEB FP, to serve for the fiscal year beginning 1 October.
3. **Duties.** The ESGPWG shall:
  - a. Prepare, review, evaluate, and coordinate Applications for Equipment Frequency Allocation (DD Form 1494) and recommend revisions when appropriate.
  - b. Prepare, review, approve and sign MCEB Equipment Frequency Guidance requests, host nation coordination requests, note to holders, and distribution packages.
  - c. Process changes to the ESGPWG distribution list.
  - d. Serve as the single MCEB FP focal point for requests for MCEB approved ESGPWG data.
  - e. Provide and update the Archive Data for the ESGPWG records maintained by the Joint Spectrum Center (JSC).
  - f. Serve on the JSC Spectrum Certification System software configuration control board during the development and implementation of spectrum certification related tools and databases.
  - g. Serve as the approval authority for all actions recommended for the development and implementation of the host nation status tracking tool and database.

h. Recommend, as necessary, that the JSC perform general Electromagnetic Compatibility (EMC) analysis between systems as required.

i. Recommend, as necessary, that cognizant military departments conduct further EMC analyses and/or tests, or provide spectrum signatures in those instances where proposed spectrum dependent equipment might have significant adverse impact upon other equipment operating in accordance with established regulatory requirements.

j. Consider and include actions of the Spectrum Planning Subcommittee, Interdepartmental Radio Advisory Committee (IRAC) in preparing or revising MCEB Guidance.

k. Review Combined Communications-Electronics Board (CCEB) applications provided by the MCEB Military Secretary and provide appropriate responses for MCEB FP approval.

l. Review proposed technical revisions to the National Telecommunications and Information Administration Manual, and provide recommendations to the MCEB FP.

m. Review ESGPWG operational procedures as appropriate.

4. **Procedures**. Meetings will be scheduled as required to successfully complete the assigned workload by the established target dates. The need for continuation of this ESGPWG and these Terms of Reference shall be reviewed by the ESGPWG in September of each year. The Steering Member will forward a report of the review to the MCEB FP Chair for final action. The Chairman of the MCEB FP will advise the MCEB Military Secretary (MILSEC) of the MCEB FP's decision to continue or discontinue the ESGPWG. Any changes to these Terms of Reference shall be forwarded to the MCEB FP Chairman for MCEB FP coordination/approval recommendation; and subsequently forwarded to the MCEB MILSEC for incorporation into MCEB Publication 1.

## **MILITARY COMMUNICATIONS-ELECTRONICS BOARD** **INFORMATION ASSURANCE PANEL (IAP) CHARTER**

1. **Mission.** The Information Assurance Panel (IAP) is responsible to the MCEB and the Director, Infrastructure and Information Assurance (I&IA) to act on their behalf to review, develop, coordinate, and report recommended DoD Positions on matters of IA related to information and information systems.
2. **Organization.** The panel shall consist of one member (preferred grade of O-6/GM-15) and one or more alternates from each of the following: United States Air Force, United States Navy, United States Army, United States Coast Guard, United States Marine Corps, Defense Information Systems Agency (DISA), Defense Intelligence Agency (DIA), National Security Agency (NSA), Defense Logistics Agency (DLA), National Reconnaissance Office (NRO), National Imagery and Mapping Agency (NIMA), Defense Security Service (DSS), Ballistic Missile Defense Office (BMDO), Defense Commissary Agency (DeCA), Defense Finance and Accounting Service (DFAS), Defense Contract Audit Agency (DCAA), Defense Threat Reduction Agency (DTRA), Intelligence Community (IC) Chief Information Office, USSPACECOM, and have co-chairs from the Joint Staff/J6K and the Defense-wide Information Assurance Program (DIAP, Co-Chair).
3. **Function.** The IAP shall meet monthly (or as directed by the Co-chairs) and serve as the DoD's principal IA forum to:
  - a. Provide coordinated IA advice and recommendations to the MCEB and to the Director I&IA.
  - b. Coordinate and recommend Defense-wide policies, strategies and technologies and tool acquisitions to mitigate information and information system vulnerabilities.
  - c. Identify and recommend actions to eliminate gaps in DoD IA activities, programs and identify issues requiring MCEB and/or Director I&IA attention.
  - d. Recommend coordinated and synchronized DoD positions to develop and implement plans and programs addressing IA vulnerabilities of information and information systems supporting the DoD.
  - e. Review DoD IA programs and recommends initiatives to ensure the provision and optimization of resources consistent with IA policies, strategies and implementation plans.
  - f. Establish task forces, as required.
  - g. Review research and development projects for IA aspects of information and information systems.

h. Recommend responsible authorities to implement recommended IA policies and procedures to the MCEB and CIO panel.

i. Review existing policy and procedures and report the adherence and effectiveness of current directives to the MCEB and CIO panel.

j. Act as liaison to the equivalent National Information Infrastructure IA Panel.

4. **Procedures**. The Panel shall function in accordance with instructions promulgated by the MCEB.

## **MILITARY COMMUNICATIONS-ELECTRONICS BOARD** **INTEROPERABILITY POLICY AND TEST PANEL (IPTP) CHARTER**

1. **Mission.** The mission of the Information Technology (IT) Systems and National Security Systems (NSS) Interoperability Policy and Test Panel (IPTP) is to promote, enhance, and maintain compatibility and interoperability of systems that have IT/NSS capabilities, and systems that must operate within the defense IT/NSS environment to meet mission-essential needs of joint and combined operational commanders. The panel seeks to accomplish these goals through a formal process for identifying and resolving critical IT/NSS interoperability testing policy and testing issues.

2. **Organization.** The panel shall consist of both voting, non-voting members and observers. Members will be in the grade of 05/06 or GS 14/15 and will be empowered to represent their organization. The panel may also nominate and invite organizations other than those listed below to participate in the activities of the IPTP. The organization will be as follows:

a. Chartered Principal Member (Voting). An Individual, with voting rights, designated by the organizations represented by Chartered Principal Members of the MCEB and US Joint Forces Command. The Chartered Principal Members of the MCEB are: the US Army, the US Navy, the US Air Force, the US Marine Corps, the US Coast Guard, the Vice Director J6, the Defense Information Systems Agency (DISA), the National Security Agency (NSA) and the Defense Intelligence Agency (DIA). CINC representation at all panel meetings is encouraged.

b. Non-Chartered Principal Member (Non-Voting). A full member of the panel in all respects, however without voting rights. These members represent organizations listed as Non Chartered Principal Members of the MCEB and representatives from the offices of the Director, Operational Test and Evaluation (DOT&E), the Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)), the DOD CIO and the Assistant Secretary of Defense for C3I (OASD/C3I).

c. Alternate. An individual designated to act for and in the name of panel members.

d. Observer. A representative, without voting rights, of a DoD component or government agency having a particular interest in an item being considered by the panel. With the consent of the Chairman, IPTP members may invite supporting personnel, observers, and other subject matter experts, to assist in the discussion and resolution of interoperability issues.

3. **Functions.** The Panel shall perform the following functions:

a. Identify, coordinate, and resolve IT/NSS interoperability policy and testing issues to ensure compliance with DoD policy regarding interoperability of IT/NSS during the requirements validation process and throughout the remainder of the acquisition life cycle.

b. Review results of joint interoperability tests submitted by the DISA Joint Interoperability Test Command (JITC) and act as the issue resolution forum for interoperability testing and certification matters including, but not limited to test scheduling, prioritization, and resource conflicts.

c. Serve as the resolution body for issues that surface during certification of IT/NSS requirements." (Ref CJCSI 6212.01).

d. Provide MCEB with a semi-annual status summary update (or as requested) on interoperability testing results and recurring reports on other key interoperability issues. Briefings to the MCEB will present the testing status of those IT/NSS that are within 1 year of their production and fielding approval (new acquisitions/procurements (certifications) or systems undergoing hardware and software modifications that affect interoperability (recertifications)) using graphic charts color-coded with the following criteria:

(1) Green systems are those that have been issued a full or specified interfaces joint interoperability certification/recertification letter. This means that some or all of their critical interfaces have been certified. Further testing may be warranted or may be already planned, but fielding the system for the use of the certified interfaces (or with the known limitations) may be warranted.

(2) Yellow systems are those that are actively participating in the testing process (engaged in or scheduled for joint interoperability certification/recertifications) but have not yet been certified/recertified for joint interoperability.

(3) Red systems are those that need to be certified/recertified but are not progressing toward obtaining certification/recertification. These systems have either been unable to schedule a joint interoperability certification test (due to C/S/A limitations) or have been unable to successfully pass a joint interoperability certification test.

(4) The white systems are legacy systems that have been successfully operating in the field and are of such a low interoperability risk that there is limited benefit in testing and certifying them. Many of these systems have participated in other interoperability tests but have not themselves been under evaluation or certified.

e. Approve or disapprove requests submitted by DOD components for interim authority to operate (IATO) in accordance with Annex D.

f. Recommend systems for inclusion to the DOD Interoperability Watch List (IWL).

#### 4. **Responsibilities.**

a. The Director Command, Control, Communications, Computer Systems (C4) (Joint Staff J-6) will designate the chairperson of the IPTP Panel. (Normally grade O-6 or GS-

15).

b. The Director, DISA will provide the IPTP Executive Agent (EA). Note: the Director DISA has assigned this mission to the JITC.

c. The Chairman. The chairperson shall plan and call all meetings, direct the EA activities, approve and sign all correspondences produced by the panel.

d. The Executive Agent (EA). The EA will maintain the repository of action items, and in coordination with the Chairperson, assist in developing closing criteria, and maintain contact with CINC/Service/Agency action leads and request that action leads provide monthly status reports. The EA will record minutes of the meetings and distribute all correspondences, agenda read-ahead packages and minutes to members and interested parties. The EA will track all issues presented to and derived from the meetings. The EA will track the IATOs and maintain the IATO database. The EA will ensure the meeting agenda, minutes and IATO database are posted on the JITC web page in a timely manner.

5. **Identification of Issues.** Sources for issues include Joint Warfighting Capabilities Assessments (JWCAs), CINC Joint Monthly Readiness Review (JMRR) submissions, and CINC Integrated Priority Lists (CINC IPLs). Issues will be identified and resolved through the process described in Annex C and IAW the prescribed format reflected in Annexes A and B. Generally, CINCs, Services and Agencies will forward potential issues to the IPTP Executive Agent via the scheduled Panel Meetings. Issues requiring immediate attention will be forwarded to the Chair as they arise and may necessitate an unscheduled panel meeting. Non-issue presentations (information briefs) for IPTP discussion need only submit the Executive Summary (Annex B). Each briefer will provide the Executive Agent with a final Executive Summary, (and Issue Summary Sheet as required), with a paper copy of briefing slides no later than the close of business eight days prior to the meeting. The Chair may return issue papers to the originator for additional information or clarification prior to its presentation at an IPTP meeting.

6. **Issue Tracking.**

a. In order to maintain continual up-to-date status on open issues, activities designated as lead for a given IPTP issue will submit updated issue summary reports on a monthly basis to the IPTP EA.

b. Once an issue has been closed the IPTP Executive Agent will continue to monitor implementation and continued compliance with the closure criteria for a period up to one year after the membership closes the issue. The EA may request updates from that activity(s) that maintained "lead" over the issue, for post evaluation. If at any time during this period the IPTP EA determines that the issue requires reopening, the EA will forward a recommendation to the Chair, to reopen the issue. Should the Chair request that the issue be reopened; the last activity to have had "lead" responsibility will resume accountability for the issue.

c. The chair may require a status update on any issue at any time and will communicate this requirement to/through the EA.

## **7. Panel Activities.**

a. The ITP Panel will:

- Review all current and potential issues.
- Implement recommendations, guidance, and tasking received from the MCEB Coordinator and Principal Boards.
- Decide upon whether a potential issue is accepted for action.
- Draft and approves new issue closure criteria (or revised closure criteria for existing issues as required).
- Determine the initial "lead" and support activities and identify actions required to reach issue closure/resolution.
- Officially close an issue when it is recognized that the closure criteria has been completely satisfied.

b. The Chairman will forward recommendations and action items developed and approved by the ITP to action officers and activities. The Chair may refer an issue, where an appropriate lead or action cannot be identified to initiate the resolution process, to a selected service or agency for further study and recommend a second presentation to the Panel.

c. The final disposition of all issues and matters presented to the Panel will be determined by a majority vote of the recognized ITP representatives (members) who cast a vote. In the case of a tie vote, the Chair will cast a vote in order to break the tie. Although attendance of representatives at all Panel meetings is preferred, absent representatives may submit presentations and votes on scheduled agenda items for delivery on their behalf to the Chair in writing or electronically. Responsibility for delivery of such presentations and votes to the Chair will remain with the absent representative.

d. In instances where the ITP is unable to resolve issue conflicts, or the issue has generated a level of controversy such that it is unable to be resolved, it will be forwarded to the MCEB Coordinators for review/decision.

e. Meetings shall be scheduled every other month, or as agenda items arise. Every effort will be made to fax and or email the agenda and send read-ahead packages to the members and interested parties at least two weeks prior to the scheduled meetings. The minutes will be distributed in like manner. The agenda and meeting minutes will



additionally be posted on the ITP web page at <http://jitic.fhu.disa.mil/>. The Panel shall function in accordance with instructions promulgated by the MCEB except as listed below:

- Requests for information or submittals for panel discussion and consideration should be addressed to the Joint Interoperability Test Command NSWC Attn: ITP Executive Agent 101 Strauss Ave, Bldg. 900 Indian Head, MD 20640-5035, e-mail ITP\_EA@ncr.disa.mil.

- Requests for IATO will be submitted in accordance with Annex D, using the form provided in Appendix 1 to Annex D.

8. **Substantive Positions**. Representatives to the ITP may declare a matter substantive if they are opposed to the majority vote of those representatives voting and have significant basis on which to base their position. Representatives who declare a matter substantive must make the declaration prior to adjournment of the Panel and must submit, in writing, the basis for their substantive position and their recommendation(s) on the matter to the Chair within 30 working days from the time the panel is adjourned. The Panel vote on matters declared substantive will not become final until the Chair has reviewed the substantive position(s) and recommendations(s). Should the Chair determine that substantive position warrants additional consideration, that position along with the comprehensive chronology regarding the issue will be forwarded to the MCEB Coordinators and treated in the manner outlined in paragraph 7.d above. In the event that a matter is declared substantive, but the substantive position(s) and recommendation(s) are not submitted to the Chairperson by the declaring representative(s) as required, the substantive position(s) will expire and the Panel vote will become final.

9. **Schedule of Events**. The schedule of events provides for identifying issues and needs for resolving interoperability issues. Issues may be submitted at any time by any activity. The Chair will convene full membership meetings six times per year or as required.

ITP Process Milestones:

Issue Refinement/Set Agenda

Panel Meets

EA sends out action items

EA sends out minutes

Issues worked by lead/support activities

Issue progress reports submitted to chair

10. **Definitions**. The following definitions apply to the charter:

Interim Authority To Operate (IATO): Authority to field new systems or capabilities for a limited time, with a limited number of platforms to support developmental efforts, demonstrations, exercises, or operational use. The decision to grant an IATO will be made by the ITP based on the sponsoring component's initial laboratory test results

and the assessed impact, if any, on the operational networks to be employed. Additional information on IATO processing is included in Annex D.

**Annex A: INTEROPERABILITY POLICY AND TEST PANEL (IPTP) ISSUES  
SUMMARY SHEET FORMAT**

UPDATED:

ISSUE TITLE:

CURRENT PRIORITY:

LEAD ACTIVITY:

SUBACTIVITIES:

DATE OPENED:

POC:

SPONSORED:

DATE CLOSED:

PHONE:

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ISSUE STATEMENT:

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CLOSING CRITERIA:

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MILESTONES:

COMPLETION DATE:

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RESOURCE/FUNDING REQUIREMENTS:

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CURRENT STATUS:

**Annex B: INTEROPERABILITY POLICY AND TEST PANEL (IPTP) EXECUTIVE SUMMARY FORMAT**

(For information briefs)  
TITLE CENTERED

Purpose:

Major Points:

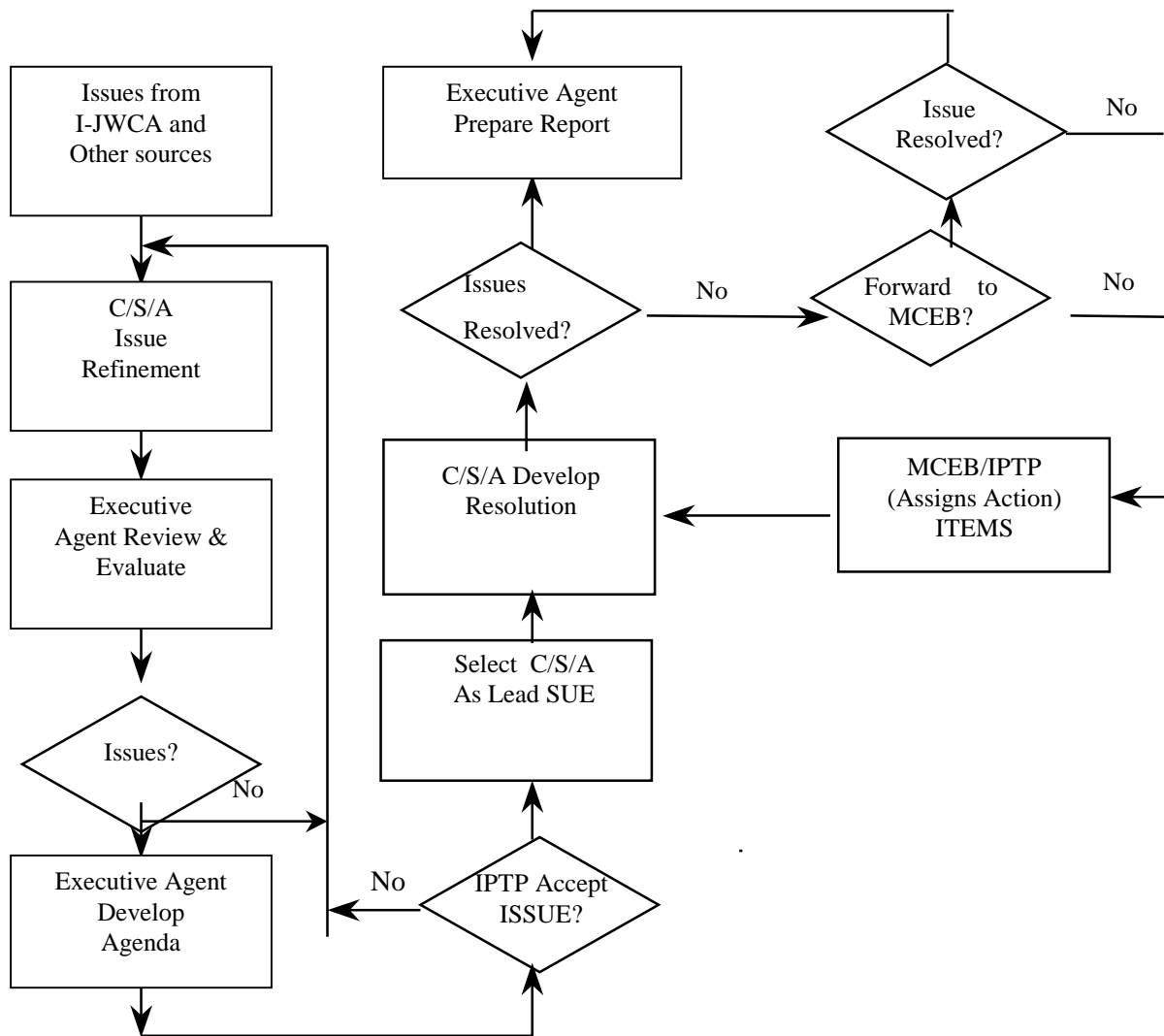
Background/Discussion (Combined or Separate):

Expected Developments/Unresolved Issues (One or Both):

Recommendations/Conclusions (One or Both):

Briefer Name, Organization, and Phone Number:

## Annex C: ISSUE RESOLUTION PROCESS



## **Annex D: IATO PROCEDURES**

An Interim Authority To Operate (IATO) is appropriate only in exceptional cases where a system cannot complete Interoperability Certification testing requirements prior to fielding for the following reasons:

- a. Urgent operational needs requiring fielding prior to testing.
- b. The first system to implement an interface.
- c. Similar situations that may warrant the granting of an IATO and are approved by the ITP.

An IATO is not appropriate for systems that have completed Interoperability Testing and failed to meet the identified interoperability requirements. The decision to field a system is the responsibility of the specific system fielding authority and should consider either the IATO or the interoperability certification letter/test report in making that decision.

An IATO shall not exceed 1 year in duration. Extensions may be considered by the ITP.

Approval of an IATO will be contingent on the following process:

1. Requests for an IATO will be submitted to the ITP using the form provided in ANNEX E. IATOs will be issued for a limited time period, but may not exceed one year.
2. The request will be forwarded to the ITP Members for concur/non-concur via email whenever possible and added to the agenda of the next ITP meeting. However, if the mandatory sections of the form are not completed, the request will be returned for completion before it is submitted for member review. Urgent out-of-cycle processing may be requested and the IATO will be processed electronically or telephonically. USJFCOM will provide an assessment of each IATO request for an operational user evaluation. The request form for IATO shall be submitted to the Joint Interoperability Test Command NSWC Attn: ITP Executive Agent (R. Hickman) 101 Strauss Ave, Bldg. 900, Indian Head, MD 20640-5035. Automated requests may be submitted via email to the address ITP\_EA@ncr.disa.mil. A copy of the request should also be sent to the respective Service/Agency Representatives for coordination.
4. The ITP will invite the requesting system's Program Management (PM) office to the next scheduled ITP meeting to brief the members concerning the system and the justification for requesting IATO versus interoperability test certification of the system.
5. The members will then vote and approve/disapprove issuing an IATO. When the request is approved the ITP chairman will forward a letter to the Program Manager documenting the approval and the item will be tracked on the automated IATO tracking spreadsheet described below.
6. When an IATO is within approximately 90 days of expiration, JITC will notify the

PM/Acquisition Agent that action is needed. If a satisfactory resolution between JITC and the PM/Acquisition Agent cannot be attained, the IPTP executive agent will notify the responsible Service/Agency IPTP representative for corrective action. Each of these IATOs will be addressed at the next scheduled IPTP meeting. A spreadsheet containing the pertinent information on each open IATO will be distributed to the members in the agenda read-ahead packages and the meeting minutes packages. It will be the responsibility of the Service and Agency members to ensure that final resolution of all IATOs has been accomplished.

**Appendix 1 to Annex D: USMCEB Interoperability Policy and Test Panel Request Interim Authority To Operate (IATO) Form**

Note: Send completed form to IPTP Executive Agent (email IPTP\_EA@ncr.disa.mil or via FAX to (301) 744-2603 DSN 354. Questions: PH: (301) 744-2667 DSN 354

SYSTEM NAME (Including system version no.):

REQUESTING AGENT:

COMMERCIAL PHONE NUMBER: (      ) DSN:

REQUESTING ORGANIZATION:  
INTERNET/EMAIL ADDRESS:

MAILING ADDRESS:

CITY/STATE/ZIP:

**Please insert pertinent information ONLY if different from above:**

- **Program Manager POC/NAME/RANK:**
- **Commercial phone number: (      ) DSN:**
- **Requesting Organization:**
- **E-mail Address:**
- **Address:**



## SYSTEM DESCRIPTION:

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TIP: Use of additional information documents is encouraged (i.e. Concepts of Operations, MNS/ORDs/TEMPs)

TIP: You may Include WebPages where additional information can be found.  
Electronic versions are encouraged.

## JUSTIFICATION FOR IATO

Mandatory comments will include:

1. Impact on program if IATO is and is not granted
2. Impact on other associated programs if IATO is and is not granted
3. Date system is required to be fielded for operational use

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**SCHEDULE FOR CERTIFICATION** (Absolutely Mandatory): Describe how many systems will be fielded using this IATO. Is it one service or joint? Indicate the services and systems to which it interfaces to other systems. Is it tactical, operational, or strategic? Provide a road map with specific date of when you will be able to certify the system. Provide a Concepts of Operations document whenever possible.

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**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**MILITARY COMMUNICATIONS PROCEDURES AND PUBLICATIONS PANEL (MCP)**  
**CHARTER**

1. **Mission** Review, develop, recommend, and coordinate studies, reports, and DOD positions for consideration by the Military Communications-Electronics Board (MCEB) in the area of military communications procedures, methodology, and related publications.

2. **Organization** The Panel will consist of one voting representative and one or more designated alternate(s) from the USA, USN, USAF, USMC, USCG, JS, DISA, and NSA. Non-voting representatives from DMS PMO and interested activities also participate. The Panel Chairmanship will rotate on an annual basis among the panel members.

3. **Functions** The panel shall perform its stated mission in support of the Chairman, MCEB, as applied to joint, national, and international matters.

a. Develop, review and recommend plans, policies, methods and procedures. Ensuring that all ACPs are accurate and current in accordance with the policies and procedures established by the MCEB and the Combined Communications-Electronics Board (CCEB).

b. Establish permanent and ad hoc working groups, as required, and develop their terms of reference.

c. Provide MCEB/DOD representation to technical panels, working groups, international and allied fora including the preparation of guidance packages.

d. Coordinate or collaborate with other MCEB Panels and CCEB counterparts on matters of mutual interest.

e. Review and coordinate all inputs received to assure accuracy, validity, and proper format. Recommend principles and procedures to ensure the interoperability of systems and equipment.

f. Monitor call signs and address group systems. Prepare and promulgate, on behalf of the MCEB, amendments to call signs and address group publications.

g. Prepare coordinated JAFPUB messages and printed changes for the Military Secretary for signature and release including recommendations for changes and revisions to non-cryptographic communications publications that come under Panel cognizance.

h. Develop, review and recommend policy concerning manuscript preparation, reproduction, format, control, distribution, release, loss, and compromise of Joint and Allied non-cryptographic communications-electronics publications. Prepare recommendations for changes and revisions to those non-cryptographic

communications publications which come under Panel cognizance.

i. Recommend communications operating policy, methods and procedures for reliable and secure communications-electronics systems. Prepare DOD recommendations for procedural policy on the employment of assigned call signs, address groups, routing indicators and operating signals.

j. Within approved policies, prepare and promulgate assignments and changes of call signs, address groups, routing indicators and operating signals.

4. **Procedures** The Panel shall function in accordance with administrative instructions promulgated by the MCEB.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**MILITARY COMMUNICATIONS PROCEDURES PERMANENT WORKING GROUP**  
**TERMS OF REFERENCE (MCPWG)**

1. **Mission** The Military Communications Procedures Permanent Working Group (MCP PWG) is established under the cognizance of the MCEB, Military Communications Procedures and Publications (MCP) Panel to:

- a. Maintain and prepare updates and corrections to the ACP 117-Series (Routing Indicator) publications.
- b. Effect publication of the ACP 117-Series.
- c. Maintain Defense Message System (DMS) transitional routing and addressing databases. These include, but are not limited to, the Defense Information Infrastructure(DII) Asset Distribution System (DADS) Plain Language Address Distribution System (PLADS) and the Directory Update and Service Center (DUSC).
- d. Manage and approve requests to establish Mail Lists (ML) for use in the DMS.

2. **Organization** The MCP PWG shall consist of one member and an alternate from the U.S. Army, U.S. Navy, U.S. Air Force, and the Defense Information Systems Agency (DISA). The U.S. Army shall serve as the lead Service for the MCP PWG and shall designate the Steering Member. A roster of the MCP PWG membership will be provided by the Steering Member to the MCEB annually or as changes occur. Meetings will normally be scheduled on a weekly basis to manage the ACP 117-Series. Additional meetings may be called by the Steering Member as required. Procedures for promulgation of emergency message corrections to the ACP 117-Series during other than normal duty hours will be developed by the MCP PWG and submitted to the MCP Panel for approval. The emergency procedure will be reviewed on an annual basis for accuracy by the MCP PWG. The MCP PWG will be the Service/Agency (S/A) representatives for Mail List management and approval of requests to establish a Mail List.

3. **Procedures** The MCP PWG will accomplish its tasks in accordance with instructions promulgated by the MCEB and shall:

- a. Ensure that the ACP 117-Series publications are accurate and current in accordance with the policies and procedures established by the MCEB.
- b. Review and coordinate all inputs to the ACP 117-Series to assure accuracy, validity, and proper format. Coordination may consist of contacting the cognizant authority for the input or contacting other MCP PWG members.
- c. Consolidate all inputs and prepare routine and/or emergency JAFPUB message corrections to the ACP 117-Series. Present coordinated JAFPUB messages

to the MCEB for release. The Steering Member's signature will appear in the drafter block of the JAFPUB messages. The emergency procedures for other than normal duty hours release of JAFPUBs will allow for any MCP PWG member to sign as the drafter.

d. As the Data Base Update Authorities for DADS PLADS, the MCP PWG members will submit updates as needed, to ensure JAFPUB amendments are promulgated for users in a timely manner.

e. Coordinate the maintenance of the CDC unclassified General Service (GENSER) routing indicator and addresses.

f. Approve requests for Mail Lists used in the DMS. Manage use of the Mail Lists by working with cognizant authorities or regional managers to ensure duplication of compositions and purpose/subjects are held to a minimum.

g. Perform other functions as directed by the MCP Panel on behalf of the MCEB.

## **MILITARY COMMUNICATIONS-ELECTRONICS BOARD** **NETWORK OPERATIONS (NETOPS) PANEL CHARTER**

1. **Mission** The NETOPS Panel is tasked with overseeing the development of concepts, architectures, procedures and tasks leading to the establishment of a capability to generate a network common operational picture to enhance warfighter assessment of network and information delivery capabilities in support of dynamic mission requirements. Major functional areas of the NETOPS concept include: Network Management, Information Dissemination Management, and Information Assurance. The panel is also charged with identifying and resolving issues impairing the fulfillment of the NetOps concept at the global, theater and Joint Task Force levels.

2. **Organization** The NetOps panel will consist of a Chairperson from the Joint Staff (J6), with representatives from the Joint Staff (J2), ASD(C3I), CINCs, Services, and Defense Agencies. Board members may invite supporting personnel, observers, and other subject matter experts, to assist in the discussion and resolution of issues.

3. **Functions** The Panel (or its designated Working Groups) shall assist or adjudicate in the development of:

- a. Definitions or terms of reference as they apply to NetOps
- b. Concepts, architectures, functions and joint tasks associated with NetOps
- c. Responsibilities and authority for the performance of network functions.
- d. Integration means for existing concepts, initiatives, programs, and tool applicable to Network Operations
- e. An overarching Concept of Operations (CONOPS), operational and technical architectures, and modifications to the Universal Joint Task List for NetOps. and associated prototype organization

#### 4. **Responsibilities**

- a. The Joint Staff (J6) will:
  - (1) Provide chairperson, secretariat and other members as required
  - (2) In instances where CINC representatives are unable to attend, represent their views and vote for them (when so directed) at all scheduled meetings.
  - (3) Participate in discussions and issue resolution.
- b. The CINCs, Services, and Agencies will provide members and participate in discussions and issue resolution.

6. **Identification of Issues** Issues arising out of routine discussions between organizations with regard to the NetOps initiative will initially be worked within the forum from which they were raised. If resolution can not be made there, then they will be forwarded to this panel. CINCs, Services and Agencies will forward potential issues to

the NetOps Executive Agent (EA) via email or GENSER message. Issues requiring immediate attention will be forwarded to the Chair and EA as they arise and may necessitate an unscheduled panel meeting. Organizations forwarding issues will provide the EA with an Executive Summary, (and Issue Summary Sheet as required), and must be prepared to brief panel. Issue papers may be returned to the originator for additional information or clarification by the Chair prior to its presentation at a NetOps meeting.

## 7. Panel Activities.

a. The NetOps Panel will review all issues and determine appropriate “lead” and support responsibilities as well as closure criteria.

b. The final disposition of all issues and matters presented to the Panel will be determined by a majority vote of the recognized NetOps representatives (members). In the case of a tie vote, the Chairman will cast a vote in order to break the tie. Although attendance of representatives at all Panel meetings is preferred, absent representatives may submit presentations and votes on scheduled agenda items for delivery on their behalf to the Chair in writing. Responsibility for delivery of such presentations and votes to the Chair will remain with the absent representative.

d. In instances where the NetOps Panel is unable to resolve issue conflicts, or the issue has generated a level of controversy such that it is unable to be resolved, it will be forwarded to the MCEB Coordinators for review/decision.

e. Representatives to the NetOps Panel may declare a matter substantive if they are opposed to the majority vote of those representatives voting and have significant basis on which to base their position. Representatives who declare a matter substantive must make the declaration prior to adjournment of the Panel and must submit, in writing, the basis for their substantive position and their recommendation(s) on the matter to the Chair within 30 working days from the time the panel is adjourned. The Panel vote on matters declared substantive will not become final until the Chair has reviewed the substantive position(s) and recommendations(s). Should the Chair determine that a substantive position warrants additional consideration, that position along with the comprehensive chronology regarding the issue will be forwarded to the MCEB Coordinators for resolution. In the event that a matter is declared substantive but the substantive position(s) and recommendation(s) are not submitted to the Chair by the declaring representative(s) as required, the substantive position(s) will expire and the Panel vote will become final.

10. Cyclic Schedule of Events. The schedule of events provides for identifying issues, needs, and requirements for resolving NetOps issues. Issues may be submitted at any time by any activity; however, the Chair will initiate a formal call for issues and convene full membership meetings 4X year.

(Cycle - 4X PER YEAR)  
CALL FOR ISSUES/SET AGENDA

PANEL MEETS  
EA SENDS OUT ACTION ITEMS  
EA SENDS OUT MINUTES  
ISSUES WORKED BY LEAD/SUPPORT ACTIVITIES  
ISSUE PROGRESS REPORTS SUBMITTED TO CHAIR



**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**INFORMATION DISSEMINATION MANAGEMENT (IDM) PERMANENT WORKING**  
**GROUP CHARTER**

1. **Mission** The Information Dissemination Management Permanent Working Group (IDM PWG) is established under the cognizance of the MCEB, Networks Operations Panel. Its mission is to monitor and assist in the coordinated development of Information Dissemination Management (IDM), to develop the relationships between IDM and network operations, network management and information assurance programs, and to identify and resolve issues as IDM is implemented. Relevant overarching documents and policy (e.g., JV2020, DII/COE (JTA), IDM CRD) are the foundation from which recommendations will be based.

2. **Organization** The IDM PWG shall consist of one member and an alternate from the Joint Staff (J2, J3, J4, & J6), OASD (C3I), the Services, the CINCs, the Defense Information Systems Agency (DISA), the Defense Intelligence Agency (DIA), National Security Agency (NSA), and the National Imagery & Mapping Agency (NIMA). The principle members of these organizations are considered the voting members of the PWG. The Joint Staff (J6) shall serve as the Chairperson of the IDM PWG. Representatives from other Agencies, Organizations, and Staffs such as Intelligence Community Chief Information Office (IC CIO), Joint Intelligence Virtual Architecture (JIVA) program office and the Joint Staff (J1, J5, J7, J8) may be asked to participate as a PWG Member if the issue or subject area involves their functional area. Board members may invite supporting personnel, observers, and other subject matter experts, to assist in the discussion and resolution of issues.

3. **Functions** The IDM PWG shall perform the following functions within the stated mission:

- a. Identify, coordinate, and resolve IDM issues.
- b. Support the Chairman of the MCEB, for review, coordination, and development of recommendations for CJCS and DOD positions on IDM policy issues.
- c. Support the Chairman of the MCEB by identifying current or planned programs/initiatives that incorporate IDM functionality and provide recommendations for integrating or eliminating duplicative functions where possible and without degrading capabilities.
- d. Identify standardization issues effecting implementation of IDM and forward to the applicable standardization forums.
- e. Monitor OSD and Joint technology demonstrations and experimentation addressing IDM and forward proposals to the MCEB for possible consolidation, expansion or movement into an approved program within the overarching IDM program.
- f. Assist in developing and reviewing IDM Roadmaps, CONOPS, Strategies and

various Plans associated with IDM.

4. **Responsibilities** The PWG will function in accordance with the MCEB guidance and all applicable standards, regulations and Chairman instructions. The following specific responsibilities apply as follows:

a. The IDM PWG Chairperson will be from the Joint Staff (J6) and will be responsible for:

(1) Announcing IDM PWG meetings. This announcement will include issues to be addressed, issues outstanding from the last meeting, and the desire outcome from the meeting.

(2) Providing minutes to all PWG members within one week of the meeting.

(3) Alerting the MCEB Secretariat of any issues that require addressing and/or decisions by the MCEB. The Joint Staff J6Z Officer may represent and vote for the CINC that he/she represents instead of the IDM PWG Chairperson if directed by that CINC.

(4) In instances where CINC members are unable to attend, representing and voting for them (as directed) at scheduled meetings.

(5) Announcing any actions directed by the MCEB or NETOP's Panel to the PWG.

b. IDM PWG Members will:

(1) Forward issues to the IDM PWG Chairperson with the appropriate background documentation. The issue will be identified as critical or substantive and the level it originated from (i.e. 3-Star level, AO level, etc) and whether the issue is intended for final resolution by the MCEB. Be prepared to brief the issue during the next PWG meeting. It is the responsibility of each member to ensure that any outstanding issues with their submittal are resolved promptly.

(2) Provide status reports for issues they tabled prior to each meeting until the issue is resolved. These reports will be forwarded to the Chairperson and be part of the meeting read ahead.

(3) Identify to the PWG any initiation of IDM related programs within their organization and how these initiatives fit within the overall IDM program.

(4) Ensure that their organization is kept aware of the issues and actions of the PWG. At minimum, the members will alert their MCEB Coordinator of actions taken by the PWG, and if any of the issues discussed will be forwarded to the MCEB for decision.

## 5. **Procedures**

a. PWG Members submit issues to the Chairperson. Issues must be received two weeks in advance of next scheduled meeting.

b. The IDM PWG will meet as often as necessary. The PWG Chairman will announce the meetings at a minimum two weeks out. Announcement will include the agenda, issues to be discussed and their sponsor, outstanding issues from the last meeting, and the intended outcome of the meeting.

c. Read Ahead information will be provided by the issue sponsor to each of the PWG members at least one week prior to the meeting.

d. Minutes of the meeting will be promulgated within one week of the meeting and will be forward via electronic means and posted on the Joint Staff/J6 MCEB SIPRNET Homepage after review by the PWG Chairman. It will include issues discussed and resolution if any, issues voted to be forwarded to the MCEB or any other external organization (e.g., MCEB Standards Panel).

e. All issues raised will be maintained and tracked by the PWG Chairman to include status, issue sponsor, and due dates if any. This information will be posted on the Joint Staff/J6 MCEB SIPRNET Homepage [http://j6.js.smil.mil/masterfile/j6b/mceb\\_links\\_index.htm](http://j6.js.smil.mil/masterfile/j6b/mceb_links_index.htm). Documents originating within the PWG will also be tracked within the same system.

f. An issue determined by a majority of the voting members to require MCEB attention will be forwarded to the MCEB Secretariat per current instructions and will be assigned to the appropriate member for preparing the required MCEB documentation.

g. Any issues raised that relate to documents reviewed by the PWG, will be forwarded to originating organization for resolution. If a resolution cannot be gained on an externally created document or an issue cannot be resolved on a PWG created document, and it requires Flag-level involvement, the issue is forwarded to the MCEB through the MCEB Secretariat.

6. **Cyclic Schedule of Events** The schedule of events provides for identifying issues, needs, and requirements for resolving IDM issues. Issues may be submitted at any time but will not be addressed unless received by the PWG Chairperson at least two weeks prior to the scheduled meeting. The Chair will initiate a formal call for issues and convene full membership meetings four times a year at a minimum.

**MILITARY COMMUNICATIONS-ELECTRONICS BOARD**  
**STANDARDS COORDINATING COMMITTEE PANEL (SCC) CHARTER**

1. **Mission** The Standards Coordinating Committee (SCC) Panel is responsible to the MCEB and shall review, develop, recommend and coordinate studies, reports and DOD positions for consideration by the MCEB in the area of Information Technology (IT) standards to include information processing, information transfer, C4I and mission support systems standards.
2. **Organization** The Panel shall consist of those members deemed appropriate by the Panel Chairman as long as the agencies are represented on the MCEB.
3. **Policy** The Deputy Principal Director for Interoperability, Interoperability Directorate, DISA, will chair this Panel. The Standards Coordinating Committee Secretariat will execute all administrative and record keeping requirements of this panel and submit copies of minutes to the MCEB Military Secretary.
4. **Functions** The Panel shall perform the following functions within its stated mission and as they apply to joint, national and allied matters:
  - a. Develop, review, comment and establish coordination of Information Technology Standards plans and policies to include resolution of IT Standards issues.
  - b. Serve as the focal point for the configuration management of all IT Standards programs.
  - c. Recommend the approval/disapproval of IT Standards and changes or deletions of IT Standards to ensure compliance of DOD policies including those of the Defense Standardization Program.
  - d. Develop guidance and direction for the Executive Agent (EA) Configuration Management (CM) activities related to the USMTF and TADIL programs and supporting publications.
  - e. Review, for decision or referral, those issues or actions forwarded to it by the USMTF and TADIL Configuration Control Boards (CCBs).
  - f. Review, for decision or referral, those standards issues forwarded to it by the Data Systems Interoperability Panel.
  - g. Recommend IT Standards project priorities to the DOD Executive Agent (DISA).

h. Recommend IT Standards project initiation and propose appropriate project execution activities to the Executive Agent (EA).

i. As directed by the MCEB, provide MCEB/DOD representatives to appropriate national and international technical panels/working groups and federal standards fora.

j. Charter subordinate IT Standards bodies, as needed, to assist in accomplishing SCC functions and responsibilities.

k. Review the Information Technology Standards Management Plan every two years.

l. Coordinate or collaborate with other MCEB Panels on matters of mutual interest.

m. Meet with counterparts of the Combined Communications-Electronics Board (CCEB) on matters of mutual interest.

5. **Procedures** The Panel shall function in accordance with the instructions promulgated by the MCEB.